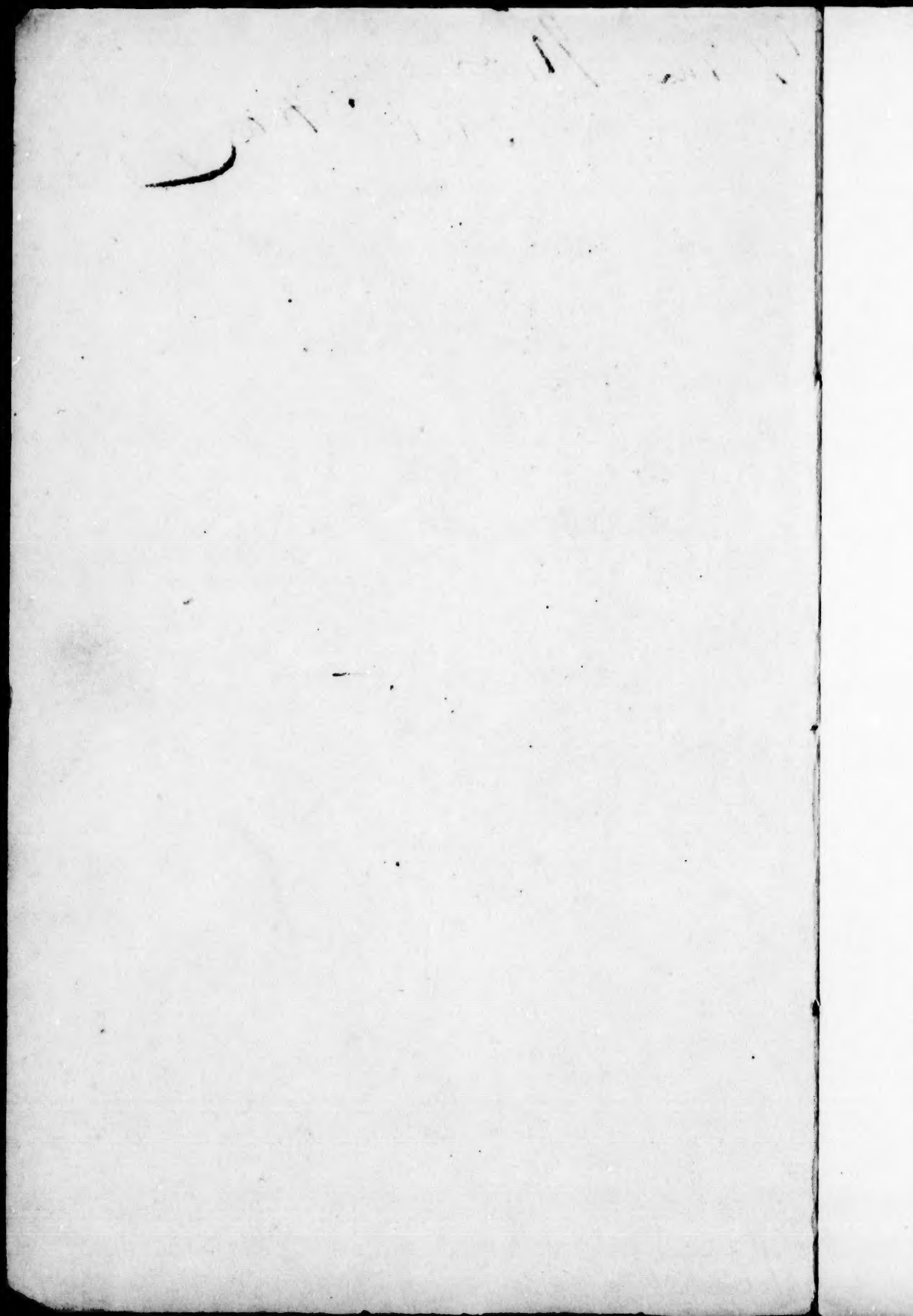




RULES AND REGULATIONS

MADE AND ESTABLISHED BY

The Chairman and Commissioners

OF THE

MONTREAL LUNATIC ASYLUM,

FOR THE GOVERNMENT OF THE

OFFICERS, PATIENTS, AND SERVANTS

OF THE INSTITUTION.

MONTREAL:

PRINTED BY JAMES STARKE & CO.

1840.

COMMISSIONERS.

HON. DOMINIQUE MONDELET,	ETIENNE GUY, ESQ.
WILLIAM ROBERTSON, M.D.	WILLIAM LUNN, ESQ.
JOHN BOSTON, ESQ.	JOHN REDPATH, ESQ.
JOHN STEPHENSON, M.D.	J. B. C. TRESTLER, M.D.
JAMES CRAWFORD, M.D.	

OFFICERS OF THE INSTITUTION.

CHAIRMAN,..... WILLIAM ROBERTSON, M.D.
TREASURER, WILLIAM LUNN, ESQ.
SECRETARY, JOHN STEPHENSON, ESQ.
SUPERINTENDENT,..... — WORTH.
MATRON, MRS. WORTH.

RULES AND REGULATIONS.

COMMISSIONERS.

The Commissioners appointed to establish a Lunatic Asylum, shall hold a meeting on the first Saturday of each month, at two o'clock in the afternoon. Special meetings may be called by order of the Chairman, or on a requisition of three Commissioners to the Secretary.

COMMITTEE.

1. The management of the internal concerns of the Lunatic Asylum shall be vested in the monthly Committee of two Commissioners, to be appointed from their own body, who shall meet on such days and such times as they may appoint, and one of them shall visit, at least, three times a week. They shall regulate the admission and discharge of patients, the economy of the house, the conduct of the officers and

servants, and all other details which may occur in the usual course of business.

2. They shall attend to the admission of patients, and all applications for admission shall be made to them. They shall examine and approve all accounts before they are paid. They shall report their proceedings at the monthly meeting of the Commissioners, and shall enter their names in the visiting-book at every visit, with such remarks and observations as may occur to them.

TREASURER.

1. He shall keep a distinct and accurate account of all monies which he shall receive and pay away on account of the Asylum.

2. He shall pay no account, in whole or in part, until it has been submitted to, and approved by the Committee.

3. He shall exhibit a statement of his accounts half yearly to the Commissioners, which shall be examined, and audited by them.

SECRETARY.

The Secretary shall personally attend all meetings of the Commissioners, he shall keep an accurate and

regular record of the proceedings of the Commissioners, in a book kept for that purpose, and shall do all the incidental business requisite.

SUPERINTENDENT.

1. He shall superintend the whole establishment, regulating the business according to the Rules of the Institution and the orders of the Commissioners, in the manner best calculated to insure the safety, comfort, and proper treatment of the patients.

2. When a patient is admitted, he shall write down his name, where he comes from, and such other information as he may be able to obtain from the friends relative to the case.

3. He shall take care that all the patients and servants rise and go to bed at the hours prescribed by the by-laws; he shall pay the greatest attention to cleanliness in the persons, the clothes, and apartments of the patients.

4. He shall make out an inventory of all the articles belonging to the Asylum, and of the clothes belonging to the patients; varying it from time to time, according to the articles broken, worn out, and destroyed, or added; which inventory shall be laid before the Commissioners at their monthly meeting.

5. He shall keep a distinct account of all the provisions ordered and received, and of the money expended by him for the Asylum, according to the prescribed form.

6. During the day he shall never be absent but on the business of the Asylum, he must always give notice to the matron or some confidential person in the Asylum of his absence, and of the time of his return, which shall be as early as possible. During the night he must never be absent without leave asked and obtained from the acting Commissioner.

7. He shall see that the gates and doors are shut in proper time, and the keys brought to his room.

8. All the servants of the house shall be under his superintendence and control, and he shall see that all the rules prescribed for the government of the Asylum are strictly adhered to.

MATRON.

1. It shall be the duty of the Matron to look carefully to the female patients, to be with them as much as possible, to direct the nurses and female servants in their duty, to see that the patients are kindly treated, that their food is properly served and distributed, that their apartments are kept clean and

in order, properly warmed and ventilated, and that the female attendants, in all respects, do their duty.

2. She shall superintend the kitchen, the cooking, the washing and ironing, and take care of the bedding and clothes, and see that they are always clean and in good order.

3. She shall make out and keep correct lists of the furniture and clothes of the females, as the Superintendent does of the males, which list shall be laid before the acting Commissioners whenever they desire it.

4. It is expected of the Matron that she will devote her whole time to the Institution, and spare no effort to promote the comfort and recovery of the patients. She will direct the labour and amusements of the female patients, and spend as much of her time with them as her other duties will allow.

5. During the day she shall never be absent but on the business of the Asylum. She must always give notice to the Superintendent or to some confidential person in the house, of her absence, and of the time of her return, which shall be as early as possible. During the night she must never be absent without leave asked and obtained from the acting Commissioner. The Matron and Superintendent

shall on no account be both absent from the house at the same time.

KEEPERS AND SERVANTS.

1. The Keepers and Servants shall obey the Superintendent, under pain of instant dismissal. They shall rise at six o'clock in the morning from the 1st April to the 30th September, and at half-past six o'clock from the 1st October to the 31st March, inclusive.

2. The Keepers shall strictly observe the rules furnished to them ; and when a deviation shall seem necessary, they shall give notice to the Superintendent.

3. Under all circumstances, the patients must be treated kindly and affectionately, and must be spoken to in a mild and gentle tone of voice. They are never to be addressed coarsely. When the Keepers and Servants receive insults and abuse, they must keep cool, forbear to recriminate, to scold, threaten, or dictate in the language of authority. Violent hands are never to be laid on a patient, under any provocation : a blow is never to be returned. The force required to prevent personal injury is always to

be applied gently. The patients are never to be collared or rudely handled. When gentle, mild, and persuasive measures fail, the Superintendent is to be informed. No Attendant is ever to apply any restraining apparatus, except by direction of the Superintendent.

4. No Keeper shall, at any time, deceive, terrify, or irritate, by mockery, by mimicry, or by allusions to any thing ludicrous in the present appearance or past conduct of any of the patients.

5. The Keepers shall not indulge or express vindictive feelings; but, considering the patients as utterly incapable to restrain themselves, shall forgive all petulance or sarcasms, and treat with equal tenderness those who give the most and the least trouble.

6. They shall exercise the greatest vigilance; and while the patients consider themselves at perfect liberty, they shall be continually under the Keeper's eye, in the day-rooms, the galleries, and exercising ground.

7. Whatever peculiarity the Keepers shall observe in any patient, they shall mention to the Superintendent. Every instance of neglect or concealment will be held as a decisive proof of incapacity and unfaithfulness.

8. None of the Keepers shall quit their posts without special permission from the Superintendent, for a limited time. During their absence, which must not extend beyond the time specified, their place must be supplied by a trustworthy person.

9. None of the male Keepers or Servants shall go into the wing occupied by the females, under any pretence, nor shall the females enter the wing occupied by the males.

10. No attendant nor patient shall use or smoke tobacco about the premises.

TREATMENT OF PATIENTS.

1. As soon as any patient is admitted into the Asylum, such patient shall be visited by the Physician, who shall examine into the case very particularly, and give such directions respecting food and other treatment as he shall judge necessary.

2. Patients shall, on all occasions, be treated with all the gentleness and indulgence of which their situation will admit. When restraint becomes necessary, it shall be as moderate as is consistent with safety, and carried into effect on the most approved plan. No harsh treatment, either by Nurses or Keepers, shall be permitted on any account whatever.

3. The greatest regularity shall be observed with regard to the times of meals, &c., unless when sickness or other circumstances, in the case of particular patients, shall render a deviation from prescribed rules necessary. From the 1st April to the 30th September inclusive, the patients shall rise at half-past six o'clock, and go to bed before nine; and from the 1st October to the 31st March inclusive, they shall rise at half-past seven, and go to bed before eight. The patients shall breakfast at half-past eight o'clock, dine at half-past one, and tea at seven, P. M.

4. No article, either of diet or drink, shall be introduced without the knowledge of the Superintendent. Articles intended for particular patients shall be delivered to the Superintendent; and shall only be given after permission is granted by the Visiting Commissioner.

5. The outer door of the house shall be locked from dusk in the evening till day-light in the morning, during winter; and from eight o'clock at night till six in the morning during summer. The keys to be deposited every night in the Superintendent's room.

6. No stranger shall be allowed to visit and inspect the Asylum without being accompanied by a Commissioner, or by his order; and care shall be taken

that he do not converse with the patients, nor see more of them than is unavoidably necessary. A book shall be kept, in which the names of the strangers, and the Commissioners who accompany them or admit them, shall be entered. Relations and friends are only permitted to meet with patients upon producing an order from one of the acting Commissioners; and such relatives and friends are on no account to enter into the room of any patient unless accompanied by the Superintendent.

7. The names of the patients shall on no account be disclosed, nor any circumstance mentioned, which can, in the least degree, hurt the feelings of their friends or relatives, or of the patient, in case of recovery.

GENERAL REGULATIONS.

The Officers and Servants of the Institution shall devote their whole time to the service of the Asylum. They shall never be absent without permission.

The dress of the Officers and Servants must always be neat and clean. They must use no profane, obscene, or vulgar language. They must treat each other cordially and civilly, never indulge in loud talking or laughing, or play at any game together, or with the patients, without leave from the Visiting Committee.

All persons connected with the Institution are to treat the inmates with respect and attention. Under all circumstances the patients must be treated kindly and affectionately, must be spoken to in a mild and gentle tone of voice, soothed and calmed when irritated, encouraged and cheered when melancholy and depressed.

One attendant must always be present in each dining-room at meals, carve the food and distribute it to such as are not competent to do it for themselves, and to see that each one has a proper supply. He must also be careful that no knife, fork, or other article be carried from the table by the patients.

Knives and forks to be counted before and after each meal.

On rising in the morning the attendants must see that the patients are properly washed, their hair combed, that they be decently dressed for the day, in time for breakfast.

The attendants must never place in the hands of the patients, any razor, knife, scissors, or other dangerous instrument, without permission of the Superintendent, and he must see that no weapon whatever gets into the possession of the patients.

It will be the duty of the attendants to keep the patients' rooms and halls perfectly neat and well ventilated, to have the beds made in proper season, in the morning; all the doors of the rooms to be kept closed when the patients are in bed, except when otherwise ordered.

That the water-closets be kept in a proper state.

[A True Copy of the original remaining of record in the Minutes of the Secretary of the Commission.]

JOHN STEPHENSON, M.D.

Secretary Com. Lunatic Asylum.

MONTREAL, 10TH DEC. 1839.

FORM OF APPLICATION

FOR THE ADMISSION OF A PATIENT INTO THE LUNATIC ASYLUM.

Montreal,

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Gentlemen,

UPON your admitting A. B. into the Lunatic Asylum at Montreal, I hereby bind and oblige myself to remove when required by you to do so ; to bury in case of death, or pay the funeral expenses ; to keep up a proper stock of necessaries, and generally to fulfil all the obligations required by the Regulations of the Institution.

I am, Gentlemen,

Yours, &c.

*To the Acting Commissioner,
Lunatic Asylum, Montreal.*